

Natural Resources Conservation Service

**WEST VIRGINIA
DEPM BUSINESS PLAN
FY- 2005**

Provide assistance to the State Conservationist in identifying the needs of NRCS customers with disabilities.

Internal and External

Goal 1: Develop and maintain contact with other DEPM's , National, State and local groups to increase awareness of persons with disabilities.

<u>ACTION</u>	<u>WHEN</u>	<u>RESPONSIBLY</u>	
1. Serve as an advisor to the State conservationist, the West Virginia Civil Rights Committee and NRCS Employees.	FY-2005	M. Kerr	
2. Coordinate and observe Disability Awareness Month In West Virginia with NRCS Employees and NHQ	October	M. Kerr	
3. Increase awareness of Various disabilities to West Virginia NRCS staff Through email and direct Contact.	FY-2005	M. Kerr	
4. Attend Civil Rights Committee meetings and Present disability information At an area staff meeting.	FY-2005	M. Kerr	attended
5. Distribute Accessibility Sticks to each field office To insure proper wheel Chair accessibility.	FY-2005	M. Kerr	in progress

Goal II: Establish contacts with state and national disability organizations and coordinate NRCS disability activities in West Virginia.

<u>ACTION</u>	<u>WHEN</u>	<u>RESPONSIBLIITY</u>	
1. Attend and represent WV at national Conferences.	FY-2005	M. Kerr	
2. Participate in WV, Paths conference. Charleston, WV.	Feb.-2005	M. Kerr	attended Feb. 23, 24
3. Maintain contacts With the WV AgrAbility project	FY-2005	M. Kerr	planning joint job fair
4. Utilize information From WV Assistive Technology Systems	FY-2005	M. Kerr	

GOAL III: Promote employment of a person with disability in West Virginia.

<u>ACTION</u>	<u>WHEN</u>	<u>RESPONSIBILTIY</u>
1. Work with Human Resources to identify Positions that may be Filled with a person With a disability.	FY-2005	M. Kerr/L. Sargent forward job openings to H.R. and qualified applicants
2. Work with Human Human Resources To send out SF-256 Forms to all employees For update.	FY-2005	M. Kerr/L. Sargent reviewed need with H. R.

Note: My appointment as DEPM was not made until January 3, 2005.
Several items were past before appointment.